



## NC OSC Policy 700.4

### Payroll Processing Cycles

Policy Area: <b>HR/Payroll</b>	Effective Date: <b>7/1/2007</b>
Policy Sub Area: <b>Payroll</b>	Last Revision Date: <b>NA</b>
Authority: <b>G.S. 143B-426.40G Issuance of Warrants upon State Treasurer</b>	Policy Owner/Division: <b>HR/PAYROLL</b>
<p><b><u>Policy</u></b> All State entities must prescribe, develop, operate, and maintain a uniform payroll system, in accordance with the General Statute 143B-426.40G for all State agencies: <a href="http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bysection/chapter_143b/gs_143b-426.39.pdf">http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bysection/chapter_143b/gs_143b-426.39.pdf</a></p> <p><b><u>NC HR/Payroll System</u></b> The system's, Noon and 3:30 p.m. runs process employees that have had any record updates since the previous payroll run. The overnight runs include the entire employee population with or without updates.</p> <p>The payroll schedule outlines the days of each month that payroll initialization, corrections, and finalization occur: <a href="http://www.osc.nc.gov/BEST/support/support_py.html">http://www.osc.nc.gov/BEST/support/support_py.html</a></p> <p>For the NC HR/Payroll System operations, errors show up on the specific reports produced from the payroll processing runs, and are sent to the appropriate internal hr/payroll groups depending on the type of error. If required, NC HR/Payroll System teams may contact agency human resource and/or payroll/time representatives to assist in making system corrections. Lastly, in the NC HR/Payroll System all processing errors need to be corrected prior to exiting payroll in order for employees to be paid.</p> <p><b><u>Other Agencies</u></b> Other State entities that uphold their own payroll systems, should have similar schedules available.</p>	
<b><u>Procedures</u></b>	
<b><u>Accounting Guidance</u></b> None noted.	

**Related Documents (Memos/Forms)**

G.S. 143B-426.40G Issuance of Warrants upon the State Treasurer  
[http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bysection/chapter\\_143b/gs\\_143b-426.39.pdf](http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bysection/chapter_143b/gs_143b-426.39.pdf)

NC HR/Payroll Schedules  
[http://www.osc.nc.gov/BEST/support/support\\_py.html](http://www.osc.nc.gov/BEST/support/support_py.html)

Revision History			
Date	Version	Revision Description	Initials